

4<sup>th</sup> September 2019

Dear Parents/Carers

As of this academic year, Outwood Primary Academy Greystone will be monitoring the attendance of all children throughout the school with rigour. Last year, our whole school attendance was below the national figure (96%) at 95%. It is imperative that, if your children are to learn, they are in school and that we hit or exceed national figures. **Our attendance target for this year is set for 97%.**

Please read the attached leaflets. They will give you a greater insight as to the legal implications if your child does not attend school regularly. As a parent/carer you have a legal responsibility to ensure your child attends school on a daily basis, this also includes being on time at the beginning of every day: **'in the line for quarter to nine'**. If children do not arrive on time, they miss the input of the lesson which then impacts on the learning that has taken place which is crucial at the start of every lesson in engaging children from the offset.

For example; 5 minutes late each school day equates to 3 days of learning lost over a school year: 30 minutes late over a school year means 19 days of learning are lost! This year children will be encouraged to attend daily with rewards given at the end of every half term.

#### Types of Unacceptable Absence

Each absence is classed as authorised or unauthorised. Absences are coded as authorised where reasons are considered valid and unauthorised where no explanation or unacceptable reasons are given.

- shopping visits
- care for family members
- days out to theme parks or to attend concerts/shows
- parents' work commitments or business trips
- holidays taken in term time (including long weekends taken on Fridays and/or Mondays)
- parental illness

It is no surprise that improvements in our attendance correspond to the excellent attainment and progress of our pupils at Outwood Primary Academy Greystone last year. End of year assessments across the Academy were superb last year. If you have any concerns with regards your child's attendance, please feel free to contact myself at school.

Yours sincerely

Mrs Nicola Johnson  
Safeguarding and Attendance Officer

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